
MONTGOMERY COLLEGE GOVERNANCE

Staff Council

March 25, 2021

Via Zoom

1:00pm-3:00pm

Attendees:

- **Members Present:** Shakenna Adams-Gormley (Chair), Brooke Crothers, Ramon De La Cruz (Vice Chair), Alton Henley, Dwayne Henry, Surayya Johnson, Beth Reilly, Tilandra Rhyne, Carroll Rollman, Kristina Schramm, Jennifer Sengbusch as proxy for Christopher Standing, Amanda Stroud, Matt Wilson
- **Members Absent:** Daphne Alfelor (Secretary), Tilandra Rhyne (excused)

Call to Order

- The regular meeting was called to order at 1:01 pm by Chair Shakenna Adams-Gormley.

Constituent Concerns

- No concerns

Approval of Minutes

- Meeting minutes from the March 4th meeting were not available and will be approved at the April 1st meeting. Two sets of meeting minutes will be approved at the April 1st meeting. The agenda was approved as is.

Workday Updates – Jane Ellen Miller

- 80% of the project was completed this month when the project deadline was scheduled for June.
- Current Workday functions include:
 - open enrollment
 - mandated training
 - personal information
 - emergency contact
 - request name change
 - position/salary information
 - apply for jobs
 - MC Learns (now in Workday Learns) MC Learns now redirects to Workday Learns
- Workday at MC (overall website for everything Workday-related)
 - Job aids to assist getting around Workday Learns
 - timeline for Workday project
- Every website for areas such as ELITE, HRSTM, and Finance will look the same and the

- FAQs will follow the same template.
- April updates
 - job aids
 - FAQs
 - dates for training to get everyone comfortable putting in FY22 goals into the Workday systems. (FY21 performance reviews will not be inputted in Workday.)
- July updates
 - performance and talent management
 - job history
 - talent statements
 - skill sets
 - certifications/awards
 - Information from applications for internal jobs within the College will auto populate, so will not need to reenter as it will already be in the system.
 - Ability to request and provide feedback in one centralized location in workday system
 - Managers can see job aids, FAQs, and training specifically for managers. Will have improved reporting capabilities. All performance reviews are in one location online. Will be able to provide feedback in the moment to direct reports.
 - Training:
 - for updates will be provided before July.
 - Ongoing training for the rest of Workday (HRSTM, Finance) as it relates to what is needed for your job role.
 - Modes of training include:
 - ❖ webinars where the instructor is present and you can ask questions through Zoom
 - ❖ webinars that are taped and will be available on the website
 - ❖ job aids – 3-5 steps you need to get the information you want (ex. search committees to review resumes and cover letters)
- Q&As with Jane-Ellen:
 - Just under 90 people are on the Workday team, mostly from HRSTM.
 - An app will eventually be available once Workday is fully implemented. Workday will be fully live January 2022.
 - Hyflex classrooms
 - Designed to run in the physical and virtual environments simultaneously. Students can choose if they want to attend in-person or remotely. Faculty would be in a classroom that have the necessary technology to make virtual learning accessible either from home or on a different campus.
 - Will happen but it will be a long time post-pandemic. Will not be back to what it was back in February 2020.
 - There are already several hyflex classrooms on all three campuses. Faculty are already using. Expanding to have newer and more advanced capabilities. Round 2 of federal funding will provide support to do this. Need to see how much funds will be needed to get HVAC where its needs to be with the hyflex.
 - Possibly looking to add 2 more classrooms per campus. Not sure of the locations as assessment of the buildings have to be completed first. There are lots of steps and planning that have to take place before bringing everyone back to campus. Facilities recently completed an assessment on the suitability of

various buildings. Several buildings are not suitable as there is not enough room to socially distance (i.e. narrow hallways). Also, lots of the older buildings may not meet the air filtration guidelines to assist with removing Covid. Contractors are assessing whether the air filtration for older buildings can be upgraded. If they can't, will not be able to return to that building. There may also be a shift on how many classes are done remotely as more students and faculty are thriving from remote learning and teaching. Facilities needs to do a deep cleaning in between classes which would also affect scheduling.

- The hyflex classroom in Germantown will be in BE148.
- Link that shows the hyflex classroom usage:
<https://www.sandiego.edu/its/support/classrooms/hybrid-classroom-technology.php>

Unfinished Business

- Reviewed and revised draft of governance scripts.
 - Video volunteers: Kristina, Dwayne, Matt, Surayya, Beth
 - Submit videos to Ramon by April 9. The videos will be reviewed at the May 6th meeting to be added to the Staff Council website.
- Letter went out to all second and third shift employees the week of 3/15.
- The addendum to the Dependent Tuition Waiver has been moved forward to Dr. Pollard for final review.

New Business

- none

Chair's Report

- P&Ps for Review
 - 66004-66004CP Electronic Info Tech accessibility. Last day to submit public comment is 3/29.
- Governance elections will start on 3/29. An email will come out to vote.
- Let's Talk! The Force Behind our First Female Vice President Kamala Harris (3/30, 1:30-3:00pm). Register through MC Learns
- Equity Week (4/5-4/9). Sign up through the link on the Collegewide memo.
- MCRPA Open House (3/26, 2-3pm). Open to all employees.
- Popcorn with Dr. Pollard (3/26, 1-2pm)
- Maryland Army National Guard is holding a Zoom recruiting Visit (3/30)
- A Conversation with Colorism and Blacks (3/30, 5-6:15 pm)

College Council Updates

- none

SVPAAs Updates

- The meeting was moved to April 8 so an update won't be available until our April 15th mtg.

Announcements and Agenda Items for Next Meeting

- Kristina, Matt, and Amanda will provide committee updates.

Adjourned at 2:45 p.m.

Respectfully submitted by
Carroll Rollman, Staff Council member